



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE & INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
NASHVILLE, TENNESSEE 37243-1158
PHONE (615) 741-6382 FAX (615)-532-2965

FOR OFFICIAL USE ONLY

File # _____

Xact # _____

SECURITY GUARD/OFFICER - APPLICATION

NOTE INSTRUCTIONS ATTACHED TO THIS APPLICATION

REMOVE INSTRUCTIONS BEFORE SUBMITTING APPLICATION - TYPE OR PRINT ALL AREAS OF THIS APPLICATION

1. TYPE OF REGISTRATION APPLYING FOR: (Check One) (See Instruction sheet for fees)

- ☐ **UNARMED SECURITY GUARD (MUST BE 18 YRS OF AGE)**
☐ **UNARMED PROPRIETARY SECURITY ORGANIZATION (PSO) GUARD**
☐ **(MUST BE 18 YRS OF AGE & APPLICATION MUST INCLUDE LETTER FROM EMPLOYER DOCUMENTING PSO EMPLOYMENT)**
☐ **ARMED SECURITY GUARD (MUST BE 21 YRS OF AGE)**
☐ **UPGRADE TO ARMED SECURITY GUARD**
☐ **DOWNGRADE TO UNARMED SECURITY GUARD**

All application fees must accompany this application. A registration fee will be assessed upon approval of this application.

2. PERSONAL DATA:

Date: _____

Social Security Number Last Name First Name Middle Name

Residence (Street) Address, Apt. No.

City State Zip Code

(Area Code) Home Phone Number E-mail address (If available)

Date of Birth (M/D/Y) Place (City,State) of Birth Sex(M/F) Race Height Weight Hair Eyes

a. **Are you a United States Citizen?** Yes ☐ No ☐

If not, attach documentation establishing your legal alien status.

b. **Have you ever used a name other than the one by which you are applying?** Yes ☐ No ☐

If yes, give the name(s): _____

Explain why the name(s) was used: _____

c. **Name the Guard Company or the Proprietary Security Organization (PSO) you will be working for:**

Company Name Street Address

City State Zip Code (Area Code) Telephone Number

3. PREVIOUS APPLICATIONS/REGISTRATIONS:**a. Have you previously applied for security guard registration in Tennessee?**Yes ☐ No ☐

If yes, when did you apply? _____

If yes, was your registration card issued?

Yes ☐ No ☐

If no, please explain. (Attach separate sheet of paper if necessary)

If yes, what date was it issued? _____

If yes, what was the expiration date? _____

If yes, has your registration ever been suspended or revoked?

Yes ☐ No ☐

If yes, why? _____

b. Have you been registered as a security guard in another state?Yes ☐ No ☐

If yes, what state? _____ Registration Number: _____

c. Has this license or registration ever been suspended or revoked?Yes ☐ No ☐

If yes, why? _____

4. OTHER RESIDENCES: List all residences at which you have lived for the past five (5) years. Include your current address. Attach a separate sheet if necessary.

Street Address	City	State	Zip Code	From (Mo/Yr) To (Mo/Yr)
Street Address	City	State	Zip Code	From (Mo/Yr) To (Mo/Yr)
Street Address	City	State	Zip Code	From (Mo/Yr) To (Mo/Yr)

5. PAST EMPLOYMENT RECORD: List all jobs or occupations you have held in the immediate past five (5) years. Attach a separate sheet if necessary.

Company Name	Address	City	State	(Mo/Yr) To (Mo/Yr)
Company Name	Address	City	State	(Mo/Yr) To (Mo/Yr)
Company Name	Address	City	State	(Mo/Yr) To (Mo/Yr)

6. CRIMINAL HISTORY INFORMATION: Answer the following questions completely. Information you provide may not disqualify you for a registration. However, all arrests or charges, regardless of disposition, appear on record returns from the Tennessee Bureau of Investigation (TBI) and the Federal Bureau of Investigation (FBI). **If you answer or mark to any of the following questions, you are required to provide to this office no later than thirty (30) days after the completion of this application, a certified copy of the warrant or other notarized court documents showing the final disposition of your arrest and/or charges, including suspended or deferred sentences. If the court that dealt with the charges no longer has these records on file, you must obtain a certified letter from the court clerk to that effect. A complete explanation of the factual circumstances surrounding each charge should also be provided.****a. Have you ever been arrested in Tennessee or any other state?**Yes ☐ No ☐

If yes, what state(s): _____

b. Were you transported to or surrendered at a police station, sheriff's office or other law enforcement facility?

Yes ☐ No ☐

c. Once there, were you fingerprinted, photographed and booked into jail?

Yes ☐ No ☐

d. What were you charged with? Please list all charges below. (Attach a separate sheet if necessary.)

Date	Charge	City	State

Date	Charge	City	State

Date	Charge	City	State

e. Did you appear before the court and enter a plea of guilty, not guilty or no contest?

Yes ☐ No ☐

f. Did the court find you guilty of any charges?

Yes ☐ No ☐

g. If you pled guilty or were found guilty of any charge(s), identify the offense(s) of which you were convicted and the sentence imposed by the court. Indicate the fine, time in the county jail or penitentiary, deferred sentence, suspended sentence or period of probation, and list the sentence below. **In addition, you must forward a certified copy of the warrant or other notarized court documents showing the final disposition of any charge(s), as well as an explanation of the circumstances surrounding the arrest(s).** Attach an explanation of the circumstances surrounding the offense as indicated in the first paragraph of this application section. Attach a separate sheet if necessary.

Date	Charge	Sentence	Probation Completed Date

Date	Charge	Sentence	Probation Completed Date

Date	Charge	Sentence	Probation Completed Date

h. Are you currently on a deferred sentence or on probation?

Yes ☐ No ☐

i. Did the court dismiss the charge(s) against you?

Yes ☐ No ☐

j. Were the charges against you expunged from your record by the court?

Yes ☐ No ☐

If yes, you must provide a copy of the expungement order.

k. Do you currently have charges pending against you?

Yes ☐ No ☐

If yes, please provide the information requested below, along with an explanation of the circumstances surrounding the charge(s). You are required to provide this office with certified court documents showing the disposition of these charges within thirty (30) days of these charges being resolved by conviction or dismissal. Attach a separate sheet if necessary.

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date

Date of Arrest	Charge	Court of jurisdiction (City, State)	Arraignment/Court Date

ARMED APPLICANTS ONLY: Note: You do not qualify to obtain an armed registration if you have ever been convicted of a felony or a crime involving domestic violence against a spouse, a live-in partner, or a child.

l. Have you ever been convicted of a felony offense? (A felony is an offense for which a jail sentence or probation of one (1) year or more could have been imposed.)

Yes ☐ No ☐

m. Have you ever been convicted of an offense, which involved domestic violence against a spouse, a live-in partner, or a child?

Yes ☐ No ☐

7. OTHER INFORMATION:**a. Are you suffering from habitual drunkenness or narcotics addiction?**

If yes, are these conditions being improved through some course of treatment or monitoring program?

Please explain on a separate sheet of paper and provide documentation of such participation.

Yes ☐ No ☐

b. Have you ever been declared incompetent by reason of mental defect or disease?

Yes ☐ No ☐

If yes, have you been declared competent?

Yes ☐ No ☐

(Attach relevant documentation of this fact.)

c. Do you have any disability which could/would prevent you from performing the duties of a security guard/officer?

Yes ☐ No ☐

If yes, please explain and provide explanation of circumstances, which would enable you to act as a security officer on a separate sheet of paper.

8. MILITARY HISTORY:**a. Have you ever served in the Armed Forces of the United States of America?**

Yes ☐ No ☐

b. If so, did you receive an honorable discharge?

Yes ☐ No ☐

If other than an honorable discharge, attach a separate sheet of paper explaining the discharge.

8. I HAVE ENCLOSED:

- ☐ **a. Three (3) Sets of Classifiable Fingerprints:** In accordance with Tennessee Code Annotated §62-35-116(a)(7), attached are three (3) sets of classifiable fingerprints. Remember that all information on fingerprint cards **MUST** be completed and signed.
- ☐ **b. Three (3) 1"x1" Color Passport-style Photos:** In accordance with Tennessee Code Annotated §62-35-116(a)(8), include your name and Social Security number on the back of each.
- ☐ **c. The Required Application and Fingerprint Fees:** In accordance with Private Protective Services Administrative Rule 0780-5-2-.23(3), please include all applicable fees required for the processing of your application.

**10. STATEMENT OF COMPLIANCE AND UNDERSTANDING:
(Application must be signed under oath and notarized)**

I understand that it is my responsibility to know and understand the laws and rules regulating private security guard/officers in the State of Tennessee and that I may obtain this information through my employer and/or through training required for this registration.

I understand that I am to receive the proper security guard unarmed training within sixty (60) days of submitting this application.

I understand that I may not begin work in the State of Tennessee as an unarmed guard until this application has been completed and forwarded to the State of Tennessee, Private Protective Services Licensing Section for processing. I may not begin working as an armed security officer until I have been issued an armed registration card and have obtained a written directive from the local law enforcement authority having jurisdiction. Beginning work prior to submitting this application is a direct violation of the law, and you and your employer may be subject to violations and penalties.

I understand that I am to carry a completed copy of this application with me while on duty as a security guard/officer until my registration card is issued by the State. And, I am to make the application or registration card available upon request to State or local authorities.

I understand that I may not continue to work as a security guard/officer using a copy of my application after the application has been closed or denied by the Private Protective Services Licensing Section. If an application is denied, the applicant may not work with copies of future applications.

I understand that this application will not be processed without the proper non-refundable application fee, and that upon approval of my application a registration fee will be due prior to issuance.

I understand that any false statements, misrepresentations, or my failure to comply with any aspect of this law or my responsibilities may result in the DENIAL of this application. Therefore, I hereby certify that all answers, statements and information I have given in connection with this application are true and correct to the best of my knowledge and belief. Further that I, the undersigned, did personally complete this application and signed my name in the presence of a Notary Public.

I hereby certify that I understand that should I be charged with an offense other than a minor traffic offense, I am required to notify the State of Tennessee, Private Protective Services Licensing Section within thirty (30) days of any such charge(s) and of any disposition of said charge(s).

I hereby certify that should I now be applying for an Armed Guard Registration, or should I determine to apply for one in the future, that I am required to complete training as required by Tennessee Code Annotated 62-35-118(b).

(Signature of Applicant)

Subscribed and sworn to, before me on this _____ day of _____, _____

[NOTARY SEAL]

(Signature of Notary Public)

My commission expires: _____



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REMOVE THIS PAGE BEFORE YOU COPY OR SUBMIT YOUR APPLICATION - RETAIN THIS INFORMATION FOR YOUR RECORDS

READ INSTRUCTIONS CAREFULLY

Date Application Mailed/Submitted to State: _____

APPLICATION AND REGISTRATION FEES

	<u>Application Fee</u>	<u>Registration Fee</u>
UNARMED SECURITY GUARD (MUST BE 18 YRS. OF AGE)	\$50.00	\$20.00
ARMED SECURITY GUARD (MUST BE 21 YRS. OF AGE)	\$75.00	\$30.00
DOWNGRADE TO UNARMED GUARD	\$10.00	\$20.00
CONDITIONAL REGISTRATION CARD FOR ARMED GUARD	\$15.00	

FINGERPRINT FEES

UNARMED (Send only upon the request of this office)	\$24.00(TBI charge)
ARMED (Send with application)	\$48.00(TBI & FBI charge)

If you are requesting a Conditional Registration Card, you must submit ALL applicable fees (Total of \$168.00 - Includes Application fee, Armed fingerprint fees, Conditional Card issuance fee & Armed Registration fee) with your application for Armed Registration.

You may not begin work in the State of Tennessee as an Unarmed Guard/Officer until this application has been completed and forwarded to the Private Protective Services Licensing Section for processing. You may not work as an Armed Security Guard until either your Armed Conditional Card or your Armed Registration Card has been issued by this office and you have a written directive issued by the chief law enforcement officer of the county in which the security company you intend to work for is physically located.

Average processing time for this application is 2-4 months. Submit the registration fee and fingerprint fees with your application to insure the timely issuance of your registration (Unarmed Fees: \$94.00/Armed Fees: \$153.00).

- Application fees are non-refundable and must be submitted with the application. The application will not be processed without the required application fee.
- Three (3) 1"x 1" color passport-style photos (with your name and Social Security Number printed on the back of each) must be submitted with this application. Place the photos in a small envelope with your name printed on it and attach to the application.
- Three (3) completed fingerprint cards must be submitted with this application. Prints must be rolled nail to nail by a qualified, trained technician **on the fingerprint cards provided by this office**. The cards must be fully completed and signed. All questions in the blocks at the top of the card must be answered. Enter N/A if the question does not apply to you.
- You must answer each question on the application. Enter N/A if question does not apply to you. If you need additional space to answer any question, attach additional 8½ x 11 sheets and identify the question number you are answering. All information on arrests & convictions must be fully disclosed and final court dispositions submitted with your application.
- If your address changes during the application process or after issuance, you must notify this office in writing of your new address.
- If you fail to respond to any correspondence from this office, your application will be CLOSED or DENIED.
- Upon approval of your application, a notice will be forwarded to your last known address requesting the registration fee. Registration fees must be paid within thirty (30) days of the date printed on your notice or your application will be closed with no further notice from this office.
- When paying fees, you may submit a cashiers check, money order or personal check made payable to: Tennessee Department of Commerce & Insurance.
- ' **It is your responsibility to know and understand the laws and rules regulating private security guard/officers in the State of Tennessee. You may obtain this information through your employer and/or through training required for this registration.**
- ' **You are required to carry a completed copy of your application with you while on duty as an unarmed security guard/officer until your registration card is issued by the State.**
- ' **You are required to make the application or registration card available upon request to State or local authorities.**
- ' **You may not continue to work as a security guard/officer using a copy of your application after the application has been CLOSED or DENIED by this office.**